

**MINUTES**  
**Workforce Connection**  
**Of Central New Mexico**  
**Full Board Meeting**  
**Monday, October 17, 2005**  
**Mid-Region Council of Governments**  
**809 Copper NW**  
**Albuquerque, NM 87102**  
**1:30 pm**

**Call to Order:** 1:45 John Sapien

**Roll Call-** Determination of Quorum- by Patrick Newman

**Present**

- Steve Anaya
- Charles Aguilar
- Yoshiro Akutagawa
- Martha Binford
- Carol Biondi
- Robert Davey
- Chuck Gara
- Stephanie Hanosh
- Judy LeJeune
- Connie Leyva
- Rita Logan
- Rita Espinosa
- Edna Lopez
- Mary Lee Martin
- Virginia Murphy
- Jeff Parker
- John Sapien
- John Walstrum
- Kathy McCormick

**Excused**

- Jeff Armijo
- Claudette Baca
- Lloyd Beebe
- Ken Carson
- Joe Iorg
- Mike Swisher
- Louis Maldonado
- Dave Tixier
- Patricia Lincoln

**Absent**

- Doug Calderwood
- Vince Garcia
- JC Lopez

- Roger Madalena
- Gwen Manfre
- Al Padilla
- Norman Ration
- Randy Sanchez
- Ben Silva
- Marsha Webb
- Jim Summers

## **Quorum was Established**

## **Approval of Monday, October 17, 2005 Agenda**

**Motion: Mary Lee Martin**

**Second: Chuck Gara**

**No Discussion**

**Action: Passed by voice vote**

## **Tab 1. Approval of Minutes, Full Board: August 22, 2005**

**Motion: Stephanie Hanosh**

**Second: Judy LeJeune**

**No Discussion**

**Action: Passed by voice vote**

## **Tab 2. Monthly Expenditure Report- by Bob Davey and Cindy Mendoza**

- Mr. Davey explained the WCCNM monthly expenditure report for the month ending September 30, 2005.
- Mrs. Mendoza explained the TANF expenditure report for July through September 2005.

**Discussion and Questions Followed**

## **FINAL ACTION ITEMS**

**There were two action items to discuss and vote on – All were passed by voice vote**

### **Passed by voice vote**

- Approval of WFCP-11-05, Participant Database Management System (PDMS) Contract between WCCNM and Chavez-Jensen Group LLC
- Approval of Addendum to WCCNM Five-Year Plan

## **Tab 3. Approval of WFCP-11-05, Participant Database Management System (PDMS) Contract Between WCCNM and Chavez-Jensen Group LLC- Introduction and Background by Dewey Cave and Lloyd Aragon**

- Effective July 1, 2005, WCCNM signed an agreement with OWTD to administer programs involving public assistance for needy families and has adopted a state TANF plan called New Mexico Works.

- Transition activities proved that an updated and integrated database to track participant data, and ensure true performance numbers.
- In the past HSD allowed previous contractors to modify the established databases to meet their needs
- Because of this the WCCNM received three versions of the database within the four county area that are not networked or effectively compatible with each other.
- Staff is recommending approval of this contract to provide a reliable method of tracking participants, resolving the security, reporting and customer service difficulties in the existing systems.

**Discussion and Questions Followed**

**Motion: Steve Anaya**

**Second: Charles Aguilar**

**No Discussion**

**Action: Passed by voice vote**

**Tab 4. Approval of Addendum to Five-Year Plan- Introduction and Background by Patrick Newman**

- Mr. Newman explained the process for development of the WCCNM Local Five-Year Plan.
- Federal law requires local Boards to develop a Five-Year Plan and to make it available to the public as well as with the State Administrative Entity.
- In November 2004, the Board approved the current Five-Year Plan. Concurrence and adoption by the Chief Elected Officials followed.
- After review of the Plan by the Office of Workforce Training and Development, and in accordance with WIA Section 118, additional elements were required to make the Plan fully compliant with USDOL directives.
- Staff recommends approval of the Addendum to the WCCNM Five-Year Plan.

**Discussion and Questions Followed**

*- Section D, Item No. 1, Page 6- Should list all Central Region Pueblos and the word daily should be replaced with “monthly”.*

**Motion with Changes: Stephanie Hanosh**

**Second: Connie Leyva**

**Discussion Followed**

**Action: Passed by voice vote**

**DISCUSSION ITEMS**

**Tab 5. TANF Update- by Dewey Cave and Lloyd Aragon**

- July 1, 2005 the WCCNM officially transitioned in the TANF program.
- Most positions have been filled, with only a few exceptions in Bernalillo County where most vacancies will be filled very soon.
- A TANF Manager will be hired soon; this individual will be monitoring the program, ensuring that all state and federal regulations are followed.
- The move to Belen is complete and WIA, TANF, Wagner-Pyser and many other Partners are now co-located.
- TANF will begin meeting with the Performance and Monitoring Committee; a monthly report is currently being designed to present to this group each month.
- Mr. Cave introduced Rachel Lopez as the new TANF Accountant.
- Staff will continue to update the Committee on the TANF program.

**Questions Followed**

**Tab 6. 10% Pilot Projects-** by Len Malry, OWTD Deputy Executive Director

- August 2005 the New Mexico State Workforce Board approved a resolution making WorkKeys the recognized statewide assessment to be used for WIA participants.
- Participants that score below their desired occupations standards may use remediation to increase their WorkKeys scores. Currently there are only two remediation tools for WorkKeys, WIN and KeyTrain.
- OWTD is providing twenty-five thousand dollars, of 10% statewide set-aside funds, to each local area, implementing pilot projects to test the remedial curriculum of WIN and KeyTrain.
- These projects will provide OWTD with data to choose a statewide remedial tool to increase WorkKeys scores, or provide the local areas with the information to assign a local remedial tool.
- The State is also planning a conference to introduce providers, employers, and education to WorkKeys.

**Questions Followed**

<b>REPORTS</b>
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**Administrative Reports –** by Patrick Newman

- The move in Belen in complete and WIA and TANF, along with many Partners, are now co-located; a grand opening will be scheduled for the near future.
- The new signage/branding design will soon be complete and presented to the Board.
- The WCCNM has met or exceeded all Performance Measures for PY04.
- Due to the rate of expenditures, funds may need to be moved through a Budget Adjustment Request.
- Mr. Cave introduced Mike Baca as the new WCCNM IT staff member.
- Staff continues to meeting with Partners to discuss a resource share agreement and a cost allocation plan.

**Committee Reports -**

**Youth Council** - by Mary Lee Martin

- Nothing to report due to no meeting this month.
- The next Youth Council meeting is scheduled for November 10, 2005.

**Performance and Monitoring** – by Mike Swisher for Virginia Murphy

- The performance and Monitoring committee is still meeting on a monthly basis to discuss and review the performance of NMDOL, YDI and MRCOG.
- The Committee is discussing ways to serve more pueblos and outlying areas.
- The next meeting is scheduled for November 9, 2005.

**Business Outreach** – by John Sapien for Jeff Armijo

- Mr. Armijo is currently in Louisiana serving in the National Guard.
- The Strategic Plan Task Force, in relation to the Business Outreach Committee has been moving ahead to develop a more efficient One-Stop System to serve clients.
- Mr. Sapien welcomed any members that would like to serve on the Task Force.

**Training and Service Provider-** by Judy LeJeune

- Nothing to report due to no meeting this month
- The Committee is currently reviewing the ETPL Guide for new and existing training providers.

<b>PUBLIC COMMENT/ADJOURNMENT</b>
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- **Public Comment** – None
- **Adjournment** – 3:04 pm

<b>NOTES</b>
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**Next Meeting:**

**Date:** December 12, 2005

**Time:** 1:30 p.m.

**Location:** Mid-Region Council of Governments- Board Room